



**CITY OF PORTLAND**  
**Permitting and Inspections Department**

## **Second Hand Dealer's License – Steps to Approval**

**After you submit your application to the Business Licensing Office:**

- We will send your information out to the below listed departments.
- You may then proceed with arranging for inspections when your establishment is ready.
- When the Business Licensing Office has received all approvals from the required departments, we will issue your license. We will call you when the license is ready and any remaining balance is due. You may contact us for a license status update, **but please note that we must receive approvals directly from all departments on the accompanying "Steps to Approval" sheet before issuing your license.**

**In order for the Business Licensing department to issue your license for a Second Hand Dealer's License, we must receive approvals directly from the following departments:**

- Fire Inspections
  - Zoning/Code Enforcement
  - Treasury
  - Police Department
- 3841 to obtain the correct State of Maine food license for your business.

**To schedule an inspections after you apply, please contact:**

- Contact the City of Portland Fire Inspections department at 874-8400 to arrange for an inspection.

Once we have received approvals directly from the departments listed above, we will issue your license and contact you. Any balance of the license fee will be due before you receive the license. If you have any questions about this process, please contact Licensing and Registration, at 874-8557 or [bl@portlandmaine.gov](mailto:bl@portlandmaine.gov).



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**Application for Second Hand Dealer, Junk Collector/Dealer, Pawn Dealer or Used Car License**

**License expires annually on December 31<sup>st</sup>**

<input type="checkbox"/> Application Fee: \$45	<input type="checkbox"/> Second Hand Dealer; Junk Collector/Dealer; Pawn Dealer License: \$153.00
<input type="checkbox"/> Renewal Fee: \$35	<input type="checkbox"/> SBI Background Check: \$21/Principal Officer

Business Information	
Business Name (d/b/a):	Phone:
Location Address:	Zip:
If new, what was formerly at this location:	
Mailing Address:	Zip:
Contact Person:	Phone:
Contact Person Email:	
Manager of Establishment:	Phone:
Owner of Premises (Landlord):	
Address of Premises Owner:	Zip:

**Sole Proprietor/Partnership Information (If Corporation, leave blank)**

Name of Owner(s)	Date of Birth	Residence Address

**Corporate/LLC/Non-Profit Organization Applicants (If Sole Proprietor or Partnership, leave blank)**

Corporate Name		Corporate Mailing Address	
Principal Officers	Title	Date of Birth	Residence Address



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QUESTIONS	Y/N
Please list items or general type of items for sale:	
Does the Issuance of this license directly or indirectly benefit any City employee(s)?	Y/N
If Yes, list name(s) of employee(s) and department(s):	
Have any of the applicants, including the corporation (if applicable), ever held a business license with the City of Portland?	Y/N
If Yes, please list business name(s) and location(s):	
Is any principal officer under the age of 18?	Y/N
Have applicant, partners, associates, or corporate officers ever been arrested, indicted, or convicted for any violation of law?	Y/N
If Yes, please explain:	

Applicant, by signature below, agrees to abide by all laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted. Applicant agrees that all taxes and accounts pertaining to the premises will be paid prior to issuance of the license.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

I/We, hereby authorize the release of any criminal history record information to the City Clerk's Office or licensing authority. I/We, hereby waive any rights to privacy with respect thereto.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*For more information about Second Hand Goods, see Portland City Code Chapter 23 at: [www.portlandmaine.gov](http://www.portlandmaine.gov)*

**For Administrative Use Only**

Amount: _____	Request Date / Approval	Notes: _____
Date Paid: _____	FD: _____ / _____	_____
CC _____ CA _____ CK _____	Treasury: _____ / _____	_____
	PD: _____ / _____	_____
Amount: _____	Zoning: _____ / _____	_____
Date Paid: _____	SBI: # _____ / _____	_____
CC _____ CA _____ CK _____		_____